



THE ADMINISTRATION OF MEDICINES IN HOLY FAMILY JUNIOR NATIONAL SCHOOL

The primary responsibility for the administration of medicines lies with a child's parents. There may be occasions, however, where it is necessary for parents to request permission for medicine to be administered during the school day. This policy covers such situations.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers/special needs assistants or any other staff member to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware, in writing, of any medical condition suffered by any children in their class.

A. The following specific conditions apply to all medicines except inhalers (usually used for the relief of Asthma). A separate section below covers their usage.

- Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- Medicine should not be kept by the pupil but should be kept out of reach of all pupils.
- The medicine should be self-administered if possible, under the supervision of at least two (2) authorised adults.
- A written record of the date and time of administration must be kept.
- A teacher/SNA/member of staff should not administer medication without the specific authorisation of the Board.
- No teacher/SNA/member of staff can be required to administer medicine or drugs to a pupil.
- In the event of an emergency, the teacher should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.
- In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

- Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.
- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to a child.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear, written instructions for administration, giving the name of the pupil.
- Parents/Guardians are responsible for the provision of medication and changes in the prescribed medication (or dosage) should be notified immediately to the school with clear, written instructions of the procedure to be followed in storing and administering the new medication.

B. Use of Inhalers

In most cases, children requiring inhalers are familiar with their operation and are capable of self-administration. Due to the nature of the symptoms they treat, they must be readily accessible at all times of the day. Bearing these points in mind, the following specific conditions apply to inhalers.

- If a child needs to take an inhaler on a particular day, or it is expected that (s)he may need it, they can, with prior, written permission, be allowed to keep the inhaler in their own possession. If a teacher decides to hold the inhaler until it is needed, it must be easily accessible to that child at all times (e.g. not in a locked or remote cupboard/drawer).
- The child may be permitted to self-administer the inhaler, but should do so under the supervision of at least one (1) adult.
- The teacher should be made aware on each occasion that a child has an inhaler with him/her. On the first such occasion in each school year, written details and consent should be provided, by the parents, to the school. This will cover any subsequent inhaler use. At this time, it will also be necessary to request authorisation from the Board of Management, as outlined above for all other medicines.
- Any change in these circumstances should also be notified in writing.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.